

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4121

TITLE: POLYGRAPH SUPERVISOR

GRADE: S-23

DEFINITION:

Under general supervision, supervises the Police Department's Polygraph Section which administers pre-employment and criminal polygraph examinations for the Police, Fire and Sheriff's Departments, Commonwealth Attorney and Department of Social Services as well as for other jurisdictions as directed by the Police Chief; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class differs from the Police Captain in that the Police Captain is the Commander of the Personnel Resources Division whereas this class supervises the Polygraph Section component of that division.

This class differs from the Polygraph Examiner in that this class assigns work, reviews polygraph examination reports and ensures that all examinations are conducted in accordance with established procedures and comply with legal requirements whereas positions assigned to the Polygraph Examiner class conduct polygraph examinations.

ILLUSTRATIVE DUTIES:

Supervises the activities of the Polygraph Section;

Schedules and/or oversees the scheduling and conduct of pre-employment polygraph examinations for the Police, Fire and Sheriff's departments;

Schedules and/or oversees the scheduling and conduct of criminal polygraph examinations requested by the Police Department's Criminal Investigation Bureau, Internal Affairs Bureau and Patrol Division as well as the Fire Marshall's office, Commonwealth Attorney and the Department of Human Services;

Oversees polygraph examinations performed for other jurisdictions as directed by the Police Chief;

Ensures that all polygraph examinations are conducted in accordance with applicable federal and state laws, the Commonwealth of Virginia's Department of Professional and Occupational Regulation and the polygraph industry's standards of excellence;

Reviews examination reports prepared by subordinates to ensure that examination findings are valid;

Prepares polygraph examination reports for other departments/agencies or jurisdictions, answers questions on reports and provides additional information as requested;

Oversees the maintenance of polygraph examination records in accordance with Police Department policy, ensuring that confidentiality is maintained;

Prepares various statistical reports on activities of section for management review;

Trains staff in pre-test interview techniques and the development of test questions, instrumentation, chart interpretation and various federal and state laws as well as the Fairfax County Polygraph Policy and Procedure manual;

Testifies in court proceedings;

Serves as Police Department liaison to other departments and agencies as well as other

jurisdictions on polygraph policies, practices and developments in the polygraph examination field.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theory, practice and techniques of polygraph examination;

Considerable knowledge of the psychological and physiological aspects of polygraph examination;

Knowledge of laws, regulations and professional standards associated with polygraph examinations as well as County polygraph policy and procedures;

Considerable knowledge of the pre-employment polygraph examination standards of the of the Police, Fire and Sheriff's departments;

Ability to interpret polygraph examination results as well as critique examination reports prepared by subordinates;

Ability to manage the security and confidentiality of all polygraph examination records;

Ability to communicate clearly and concisely, confidential, sensitive information both verbally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited institution of higher learning with an Associates Degree; PLUS graduation from an accredited polygraph school approved by the American Polygraph Association; PLUS three years of polygraph examination experience in law enforcement.

CERTIFICATES AND LICENSES REQUIRED:

Must possess a current polygraph examiner license issued by the Commonwealth of Virginia Department of Professional and Occupational Regulation.

ESTABLISHED: June 26, 2001